



# Using The AET to Submit FFA Roster to AgCN

**Purpose:** To help export student accounts directly into the National FFA Roster System.

**Step 1: Log in as the Teacher and Review your "Chapter Information"  in the AET PROFILE.** Be sure your program is correctly identified ("Yes" or "No") as either a "National FFA Affiliation Program."

**Step 2: Add new students to The AET and review your active student accounts –** In order to export the correct students into AgCN.

Choose the ACCOUNTS tab. Select "Manage Accounts"  (menu #1).

1. Review the students on each row, select one (or many by holding the "Control" key) and then "right click" to "Change Active Status" of "former" students and those not currently in your ag program. Change their "graduating class" as needed. Carefully inspect the list to make sure that it includes all of your **active** students. See the screenshot below:


Unique #	Name		Username	Grade
303044	<a href="#">Angelo, San</a>		SAngelo	
172791	<a href="#">Brian, David</a>		DBrian	
283398	<a href="#">Capital, Itemexample</a>		Capital	13
2	<a href="#">Ewell, Clay</a>		CEwell	13
361599	<a href="#">Ewell, Clay</a>		cewell2	11
273729	<a href="#">Ewell, Frank</a>		fewell	
246588	<a href="#">Ewell, Russell</a>		Russell	12
167294	<a href="#">Ewell2, Clay</a>		Clay2	

Change to Freshman

Change to Sophomore

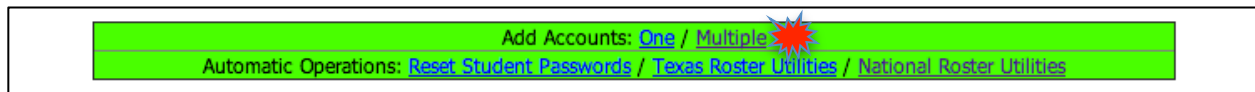
Change to Junior

Change to Senior

Change Active Status 

Open AET

2. If you have not, you will need to add your new students to The AET before adding them to your AgCN FFA Roster. New accounts are added from the same menu, but see the menu pictured below. Please refer to the [Teachers Getting Started Guide](#) under "Teacher Help" in The AET for more information regarding adding student accounts.



3. Save all your new accounts. Then, carefully review your entire list of student accounts in The AET account manager to insure every active student in your program has an AET account.

**Step 3: Assign all your students to log into The AET and use the [Students Getting Started Day 1 Guide](#) located under "Student Help" to update their PROFILE.**

In their student profile, make sure each student completes the following:

1. Indicates their interest in being an FFA member.
2. Updates their address information, email address and other relevant roster information.

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**Step 4: When you are ready to export your student's records to AgCN, use the new "AgCN Roster Helper" tool in The AET.**



1. From your ACCOUNTS tab, click "AgCN Roster Helper" (menu #6).
2. **All** active AET accounts will be listed for you to **review and select** for submission on your FFA roster. The following is a screenshot of the process:

Unique #	Name	FFA ID	Grade	Status	FFA Member Type
		<input type="button" value="Lookup FFAIDs"/>			<input type="button" value="Save Selections"/>
303044	Angelo, San	New		Not Yet Sent	<input type="button" value="Do Not Send"/>
172791	Brian, David	New		Not Yet Sent	<input checked="" type="button" value="AgEd Only"/>
283398	Capital, Itemexample	New	13	Not Yet Sent	<input type="button" value="1-year Member"/>
273729	Ewell, Frank	New		Not Yet Sent	<input type="button" value="AgEd Only"/>

3. You need to select the "FFA Member Type" for each of the students listed. The AET Roster Helper allows you to identify each student as:
  - a. **Do Not Send:** *Ex: Example Account, Son/Daughter not in the program, etc.*
  - b. **AgEd Only:** *Ex: Active Student not in FFA.*
  - c. **1-year Member:** *Ex: Active FFA Members; will transfer to AgCN.*Note: In **Affiliation Chapters** all students should be listed as "1-year Member."
4. Once you select the "FFA Member Type" for each student, you are ready to submit your roster. Your options are:
  - a. **Send members to AgCN:** Send only those marked "1-Year Member."
  - b. **Send all to AgCN:** Sends "1-year Member" **and** "AgEd Only," *but only charges national membership dues for those marked "1-Year Members."*
5. The "Status" column reports the progress of transferring student records. Adding new students to your roster? Simply repeat this process and **only new** or **non-sent** students will transfer to AgCN. Please allow time to process before logging into AgCN to review your roster.
6. **YOU MAY ONLY SUBMIT A STUDENT ONCE FROM THE AET.** Once submitted, any changes to a student's information must be completed in AgCN. *Refer to AgCN instructions for help.*